



# 2016

## Compliance Calendar for Petroleum and other Non-perc Dry Cleaners

Kansas Small Business  
Environmental Assistance Program  
Confidential technical assistance  
Phone: 800-578-8898  
Email: [sbeap@ksu.edu](mailto:sbeap@ksu.edu)  
Web site: [www.sbeap.org](http://www.sbeap.org)

## **Kansas Department of Health and Environment Contact Information**

### **Bureau of Environmental Remediation**

Joe Dom  
Kansas Dry Cleaning Program  
Kansas Department of Health and Environment  
1000 SW Jackson, Suite 410  
Topeka, KS 66612-1367  
Phone: 785-296-4367  
Fax: 785-296-4823  
E-mail: [jdom@kdheks.gov](mailto:jdom@kdheks.gov)  
Web site: [www.kdheks.gov/dryclean/index.html](http://www.kdheks.gov/dryclean/index.html)

*Dry cleaners must register annually with this bureau, which administers the Kansas Drycleaner Environmental Response Act (DERA). It is a regulatory program focused on preventing spills from being released off site. It offers financial assistance for assessment and remediation activities at dry-cleaning facilities where spills (releases) have occurred.*

### **Bureau of Air**

Tim Evans  
Air Compliance and Enforcement Section  
Kansas Department of Health and Environment  
1000 SW Jackson, Suite 310  
Topeka, KS 66612-1366  
Phone: 785-296-1542  
E-mail: [tevans@kdheks.gov](mailto:tevans@kdheks.gov)  
Web site: [www.kdheks.gov/air-permit/indexCE.html](http://www.kdheks.gov/air-permit/indexCE.html)

*This KDHE bureau regulates air emissions. It ensures dry cleaners minimize air leaks and contaminants in order to meet KDHE (state) and EPA (federal) regulatory requirements.*

### **Bureau of Waste Management**

Ken Powell  
Compliance & Enforcement, Waste Reduction & Assistance  
Section  
Kansas Department of Health and Environment  
1000 SW Jackson, Suite 320  
Topeka, KS 66612-1366  
Phone: 785-296-1121  
E-mail: [kpowell@kdheks.gov](mailto:kpowell@kdheks.gov)  
Web site: [www.kdheks.gov/waste/](http://www.kdheks.gov/waste/)

*This bureau regulates storage and disposal of solid and hazardous waste in accordance with KDHE (state) and EPA (federal) regulations.*

### **Small Business/Community Support**

Melissa Hammond  
Small Business and Pollution Prevention Coordinator  
Bureau of Environmental Remediation  
Kansas Department of Health and Environment  
1000 SW Jackson, Suite 410  
Topeka, KS 66612-1367  
Phone: 785-296-6603  
E-mail: [mhammond@kdheks.gov](mailto:mhammond@kdheks.gov)  
Web site: [www.kdheks.gov/sbcs/index.html](http://www.kdheks.gov/sbcs/index.html)

*This KDHE division provides support services to the public, communities, and small Kansas businesses through grants and technical assistance. Contact this group with general questions about your permit, whom to best answer your questions, or pollution prevention technologies.*

PLEASE READ      다음을 읽어 주십시오      请仔细阅读      XIN VUI LÒNG ĐỌC      कृपया पढ़ें

**IMPORTANT:** As a dry cleaner owner or operator in Kansas, you must follow certain environmental regulations. This calendar will help you understand what you must do and record information that is required by law. Check that you have the correct calendar for each machine. Calendars must be kept on file for at least **five** years. If you have a question, please contact the Kansas Small Business Environmental Assistance Program at 800-578-8898 or [sheep@ksu.edu](mailto:sheep@ksu.edu). This is a free and confidential program. If you would like, someone from this program will come to your shop and teach you what you must do. If you have difficulty with the English language, please find someone who can help you read this calendar.

**중요:** 캔ساس주의 드라이 클리너 소유주 또는 영업자이신 귀하는 특정 환경 규정을 반드시 준수해야 합니다. 이 달력은 귀하가 반드시 해야 하는 사항과 법에서 요구하는 정보를 기록하도록 도와드립니다. 각 기계 당 정확한 달력이 있는 지 확인하십시오. 달력은 최소 **5**년간 보관해야 합니다. 질문이 있으시면 캔ساس 소기업 환경지원 프로그램 800-578-8898 또는 [sheep@ksu.edu](mailto:sheep@ksu.edu) 로 연락 주십시오. 이 프로그램은 무료이며 비밀을 보장합니다. 원하실 경우, 이 프로그램 담당자가 귀하의 영업장소를 방문하여 귀하가 해야 할 일을 안내합니다. 영어 사용에 어려움이 있으시면, 이 달력을 읽을 수 있도록 도와줄 사람을 찾으십시오.

#### 重要提示:

肯萨斯州干洗店的店主或员工, 必须遵守相应的环保条例。本记录能帮助您了解您要履行的义务, 以及按照法律规定登记信息。请核实每台干洗机都有准确无误的记录。所有记录必须有至少五年的存档备案。如有疑问, 请联系肯萨斯州小企业环境援助计划, 电话800-578-8898, 邮箱地址[sheep@ksu.edu](mailto:sheep@ksu.edu)。本项目提供无偿服务, 对客户保密。如需帮助, 本项目工作人员会前往贵处协助相关事宜。如有英语语言沟通困难, 请他人代为阅读。

**QUAN TRỌNG:** Là chủ nhân hoặc người điều hành một tiệm giặt khô ở Kansas, quý vị phải tuân thủ một số quy định về môi trường. Lịch này sẽ giúp quý vị hiểu những gì quý vị phải làm và ghi lại thông tin mà luật pháp yêu cầu. Hãy kiểm tra rằng quý vị có đúng lịch cho mỗi máy. Các lịch phải được giữ trong hồ sơ ít nhất **năm** năm. Nếu quý vị có câu hỏi, xin vui lòng liên hệ Chương trình Hỗ trợ Môi trường Doanh nghiệp Nhỏ của Kansas theo số 800-578-8898 hoặc [sheep@ksu.edu](mailto:sheep@ksu.edu). Đây là một chương trình miễn phí và bảo mật. Nếu quý vị muốn, một người từ chương trình này sẽ đến tiệm của quý vị và chỉ dẫn cho quý vị những gì quý vị phải làm. Nếu quý vị bị khó khăn với tiếng Anh, xin vui lòng tìm một ai đó có thể giúp quý vị đọc lịch này.

**महत्वपूर्ण:** केन्सास में एक ड्राई क्लीनर मालिक या ऑपरेटर के रूप में, आपको कुछ पर्यावरण नियमों का पालन करना चाहिए। यह कैलेंडर, आपको क्या करना चाहिए। उसे समझने और उस जानकारी को रिकार्ड करने में मदद करेगा जो कि कानून द्वारा अपेक्षित है। जाँच करें कि आपके पास प्रत्येक मशीन के लिए सही कैलेंडर है। कैलेंडर कम से कम **पाँच** साल के लिए फ़ाइल पर रखा जाना चाहिए। यदि आप कोई सवाल पूछना चाहते हैं, कृपया केन्सास लघु व्यापार पर्यावरण सहायता कार्यक्रम को 800-578-8898 या [sheep@ksu.edu](mailto:sheep@ksu.edu) पर संपर्क करें। यह एक स्वतंत्र और गोपनीय कार्यक्रम है। यदि आप चाहते हैं, तो इस कार्यक्रम से कोई आपकी दुकान पर आ जाएगा और सिखा देगा कि आपको क्या करना चाहिए। यदि आपको अंग्रेजी भाषा के साथ कठिनाई होती है, तो कृपया किसी को खोजें जो इस कैलेंडर को पढ़ने में आपकी मदद कर सके।

# Instructions for Use

This calendar is designed to keep all records required by the Kansas Department of Health and Environment (KDHE) for dry cleaners that use petroleum or another perc-alternative solvent. Inspection forms cover requirements of the *Kansas Drycleaner Environmental Response Act* (DERA) and requirements for hazardous waste. **Keep inspection logs (these calendars) on site for at least five years.**

## General DERA requirements

- When the year is complete, file the calendar and associated paperwork in case you are ever inspected.
- If you answer “no” to any of the inspection requirements, fill out a corrective action form at the back of the calendar. You can leave the corrective action form in the calendar so it is part of your permanent record.
- Register annually with KDHE Bureau of Environmental Remediation (BER).
- Containment materials must be made of steel, epoxy, polyethylene, or concrete (or other material approved by KDHE).
- Secondary containment must be large enough to contain any spill, leak, or release of solvent.
- Inspect hazardous waste containers and secondary containment for deterioration weekly.
- There can be no floor drain in the secondary containment area. If you have an existing drain, it must be permanently covered or a cylinder put around it high enough that solvent spilled or leaked from the machine will not enter the drain.

## Hazardous waste requirements

As a petroleum dry cleaner, you probably don’t generate hazardous waste unless the flash point of your solvent is less than 140°F. If you don’t use perc, but still generate separator water, then the separator water must be handled in one of the following ways:

- evaporate in a heated unit
- evaporate in a nonthermal unit using air atomization or misting
- handle as hazardous waste, and have it hauled off by a licensed hazardous waste transporter

Waste from Green Earth dry cleaners may be handled as special waste by contacting KDHE’s special waste unit at 785-296-0681 and submitting the form available at [www.kdheks.gov/waste/forms/solidwaste/sw600-specwaste.pdf](http://www.kdheks.gov/waste/forms/solidwaste/sw600-specwaste.pdf). As part of the DERA performance standards, secondary containment for special waste is required.

For further information on whether or not you’re a hazardous waste generator, call the Kansas Small Business Environmental Assistance Program (SBEAP) at 800-578-8898 for free, confidential assistance. If you are a hazardous waste generator, keep all hazardous waste manifests and other “loose” paperwork in the envelope in the back of the calendar. Post emergency numbers by the telephone (see back of calendar) as required for hazardous waste generators.

**If your machine has a total manufacturer’s rated dryer capacity equal to or greater than 84 pounds (38 kilograms) and was constructed after December 14, 1982, then it may be subject to additional air quality performance standards. Contact SBEAP at 800-578-8898 or see page 28 of the *Kansas Dry-Cleaner Manual* (<http://sbeap.org/files/sbeap/publications/DryCleanerManual.pdf>) for additional information.**

## New for 2016

### KDHE CONTACT INFORMATION

- Updated program contact information.

### CORRECTIVE ACTION FORMS

- Providing four forms only. If more are needed, make copies of a blank form, print from the online calendar, or contact SBEAP.

### FOR MORE INFORMATION

Contact SBEAP at 800-578-8898 or check its website at [www.sbeap.org](http://www.sbeap.org) for dry-cleaner information. Several publications and useful tools are available on the dry-cleaner industry resource page at [www.sbeap.org/resources/industries/dry-cleaners](http://www.sbeap.org/resources/industries/dry-cleaners).

The KDHE Dry Cleaning Program website is at <http://www.kdheks.gov/dryclean/index.html>. Here you can do the required annual registration of your dry cleaner on-line. You can also find Kansas-registered dry cleaners.

Both the SBEAP and the KDHE Dry Cleaning Program websites have electronic copies of compliance calendars and [The Kansas Drycleaners Manual](#), a manual that assists with understanding the environmental requirements for Kansas drycleaners.

The KDHE *Hazardous Waste Generator Handbook*, as well as other helpful hazardous waste forms and technical guidance documents, are available on KDHE's website at [www.kdheks.gov/waste/p\\_inspections.html](http://www.kdheks.gov/waste/p_inspections.html).

# January 2016

Petroleum and other non-perc cleaners

2

## NOTES:

Weekly Inspection				
Date	1/6	1/13	1/20	1/27
Time				
<b>Containment Area</b>				
Is secondary containment around machine in good condition?	Y N	Y N	Y N	Y N
Is secondary containment for solvent storage containers in good condition?	Y N	Y N	Y N	Y N
<b>Hazardous and/or Special Waste (if applicable)</b>				
Is hazardous and/or special waste secondary containment in good condition?	Y N	Y N	Y N	Y N
Are containers in good condition?	Y N	Y N	Y N	Y N
Are waste containers made of appropriate material?	Y N	Y N	Y N	Y N
Are containers tightly closed?	Y N	Y N	Y N	Y N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y N	Y N	Y N	Y N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y N	Y N	Y N	Y N
If wastewater is generated, is it stored no longer than 60 days?	Y N	Y N	Y N	Y N



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

Don't forget to return your annual KDHE registration form and payment by January 31.

# January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  New Year's Day	2
3	4	5	6 Weekly inspection <input type="checkbox"/>	7	8	9
10	11	12	13 Weekly inspection <input type="checkbox"/>	14	15	16
17	18  Martin Luther King, Jr. Day (US)	19	20 Weekly inspection <input type="checkbox"/>	21	22	23
24  31	25	26	27 Weekly inspection <input type="checkbox"/>	28	29  Registration due to KDHE	30

**Go to [www.kdheks.gov/dryclean](http://www.kdheks.gov/dryclean)  
and register your business!**

**Kansas Small Business Environmental Assistance Program**  
1-800-578-8898  
[www.sbeap.org](http://www.sbeap.org)



# February 2016

Petroleum and other non-perc cleaners

## NOTES:

Weekly Inspection				
Date	2/3	2/10	2/17	2/24
Time				
<b>Containment Area</b>				
Is secondary containment around machine in good condition?	Y N	Y N	Y N	Y N
Is secondary containment for solvent storage containers in good condition?	Y N	Y N	Y N	Y N
<b>Hazardous and/or Special Waste (if applicable)</b>				
Is hazardous and/or special waste secondary containment in good condition?	Y N	Y N	Y N	Y N
Are containers in good condition?	Y N	Y N	Y N	Y N
Are waste containers made of appropriate material?	Y N	Y N	Y N	Y N
Are containers tightly closed?	Y N	Y N	Y N	Y N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y N	Y N	Y N	Y N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y N	Y N	Y N	Y N
If wastewater is generated, is it stored no longer than 60 days?	Y N	Y N	Y N	Y N

If "N" is answered above, fill out corrective action form (back of calendar).



Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_



**TIP OF THE MONTH!**

An envelope attached to the end of the calendar is handy for keeping receipts of solvent purchases and repair costs.

**February 2016**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2  Groundhog Day	3  Weekly inspection <input type="checkbox"/>	4	5	6
7	8	9	10  Weekly inspection <input type="checkbox"/>	11	12  Lincoln's Birthday	13
14  St. Valentine's Day	15  President's Day	16	17  Weekly inspection <input type="checkbox"/>	18	19	20
21	22	23	24  Weekly inspection <input type="checkbox"/>	25	26	27
28	29					

**Kansas Small Business Environmental Assistance Program**

**1-800-578-8898**

**www.sbeap.org**



# March 2016

Petroleum and other non-perc cleaners

2

Weekly Inspection					
Date	3/2	3/9	3/16	3/23	3/30
Time					
<b>Containment Area</b>					
Is secondary containment around machine in good condition?	Y N	Y N	Y N	Y N	Y N
Is secondary containment for solvent storage containers in good condition?	Y N	Y N	Y N	Y N	Y N
<b>Hazardous and/or Special Waste (if applicable)</b>					
Is hazardous and/or special waste secondary containment in good condition?	Y N	Y N	Y N	Y N	Y N
Are containers in good condition?	Y N	Y N	Y N	Y N	Y N
Are waste containers made of appropriate material?	Y N	Y N	Y N	Y N	Y N
Are containers tightly closed?	Y N	Y N	Y N	Y N	Y N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y N	Y N	Y N	Y N	Y N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y N	Y N	Y N	Y N	Y N
If wastewater is generated, is it stored no longer than 60 days?	Y N	Y N	Y N	Y N	Y N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_  
 Week 5 Inspected by \_\_\_\_\_

## TIP OF THE MONTH!

The *Kansas Dry-Cleaner Manual* has environmental regulatory information presented in an easy-to-read format. Call 800-578-8898 if you need a new copy. Find it on the web at <http://sbeap.org/files/sbeap/publications/DryCleanerManual.pdf>.

# March 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Weekly inspection <input type="checkbox"/>	3	4	5
6	7	8	9 Weekly inspection <input type="checkbox"/>	10	11	12
13 Daylight Saving Time begins	14	15	16 Weekly inspection <input type="checkbox"/>	17 St Patrick's Day	18	19
20 Spring begins	21	22	23 Weekly inspection <input type="checkbox"/>	24	25 Good Friday	26
27 Easter	28	29	30 Weekly inspection <input type="checkbox"/>	31		

**Kansas Small Business Environmental Assistance Program**

**1-800-578-8898**

**www.sbeap.org**



# April 2016

Petroleum and other non-perc cleaners

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Weekly Inspection								
Date	4/6		4/13		4/20		4/27	
Time								
<b>Containment Area</b>								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>								
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

You must determine your hazardous waste generator category to know how to dispose of your waste properly. Don't assume your waste can be trashed or poured down the drain! Call SBEAP for assistance.

# April 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 April Fool's Day	2
3	4	5	6 Weekly inspection <input type="checkbox"/>	7	8	9
10	11	12	13 Weekly inspection <input type="checkbox"/>	14	15	16
17	18	19	20 Weekly inspection <input type="checkbox"/>	21	22 Earth Day	23
24	25	26	27 Weekly inspection <input type="checkbox"/>	28	29	30

**Kansas Small Business Environmental Assistance Program**

**1-800-578-8898**

**[www.sbeap.org](http://www.sbeap.org)**



# May 2016

Petroleum and other non-perc cleaners

Weekly Inspection								
Date	5/4		5/11		5/18		5/25	
Time								
<b>Containment Area</b>								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>								
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_

## TIP OF THE MONTH!

While being stored on site, a dike or other secondary containment structure around the waste storage area and dry-cleaning machines will help protect water quality should a leak or spill occur. Near the end of the calendar is an Emergency Response page. Fill in the information and post where employees or customers can see who to call in case of a spill.

# May 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Weekly inspection <input type="checkbox"/>	5	6	7
8 Mother's Day	9	10	11 Weekly inspection <input type="checkbox"/>	12	13	14
15	16	17	18 Weekly inspection <input type="checkbox"/>	19	20	21 Armed Forces Day
22	23	24	25 Weekly inspection <input type="checkbox"/>	26	27	28
29	30 Memorial Day	31				

**Kansas Small Business Environmental Assistance Program**

**1-800-578-8898**

**www.sbeap.org**



# June 2016

Petroleum and other non-perc cleaners

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Weekly Inspection										
Date	6/1		6/8		6/15		6/22		6/29	
Time										
<b>Containment Area</b>										
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>										
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

Week 5 Inspected by \_\_\_\_\_



## TIP OF THE MONTH!

You are halfway through the year! Have you been keeping up with inspections? Solvent leaks or spills will be caught sooner with regular inspections. Use this calendar to record results of inspections.

# June 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Weekly inspection <input type="checkbox"/>	2	3	4
5	6	7	8 Weekly inspection <input type="checkbox"/>	9	10	11
12	13	14 Flag Day	15 Weekly inspection <input type="checkbox"/>	16	17	18
19 Father's Day	20 Summer begins	21	22 Weekly inspection <input type="checkbox"/>	23	24	25
26	27	28	29 Weekly inspection <input type="checkbox"/>	30		

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# July 2016

Petroleum and other non-perc cleaners

2

Weekly Inspection								
Date	7/6		7/13		7/20		7/27	
Time								
<b>Containment Area</b>								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>								
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

**NOTES:**



**If "N" is answered above, fill out corrective action form (back of calendar).**

Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

Have an emergency plan for dealing with solvent spills? Prevent leaks and spills from leaving the property by keeping a spill clean-up kit nearby. Near the end of the calendar is an Emergency Response page. Fill in the information and post where employees or customers can see who to call.

# July 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4  Independence Day	5	6  Weekly inspection <input type="checkbox"/>	7	8	9
10	11	12	13  Weekly inspection <input type="checkbox"/>	14	15	16
17	18	19	20  Weekly inspection <input type="checkbox"/>	21	22	23
24 Parents' Day  31	25	26	27  Weekly inspection <input type="checkbox"/>	28	29	30

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# August 2016

Petroleum and other non-perc cleaners

## NOTES:

Weekly Inspection										
Date	8/3		8/10		8/17		8/24		8/31	
Time										
<b>Containment Area</b>										
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>										
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_  
 Week 5 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

Label hazardous waste containers with "Hazardous Waste" and mark labels with the accumulation start date (the date you first put waste into the container).

# August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Weekly inspection <input type="checkbox"/>	4	5	6
7	8	9	10 Weekly inspection <input type="checkbox"/>	11	12	13
14	15	16	17 Weekly inspection <input type="checkbox"/>	18	19	20
21	22	23	24 Weekly inspection <input type="checkbox"/>	25	26	27
28	29	30	31 Weekly inspection <input type="checkbox"/>			

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# September 2016

Petroleum and other non-perc cleaners

2

Weekly Inspection								
Date	9/7		9/14		9/21		9/28	
Time								
<b>Containment Area</b>								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>								
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_  
 Week 2 Inspected by \_\_\_\_\_  
 Week 3 Inspected by \_\_\_\_\_  
 Week 4 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

Floor drains are not allowed in secondary containment structures. This requirement will help protect groundwater quality.

# September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5  Labor Day	6	7  Weekly inspection <input type="checkbox"/>	8	9	10
11  Grandparents Day	12	13	14  Weekly inspection <input type="checkbox"/>	15	16	17
18	19	20	21  Weekly inspection <input type="checkbox"/>	22 Autumn begins	23	24
25	26	27	28  Weekly inspection <input type="checkbox"/>	29	30	

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# October 2016

Petroleum and other non-perc cleaners

2

Weekly Inspection								
Date	10/5		10/12		10/19		10/26	
Time								
<b>Containment Area</b>								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>								
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_



## TIP OF THE MONTH!

For a facility that is closing or not operating for 45 continuous days, remove dry-cleaning solvents and wastes. Notify KDHE. For more details, see pages 7 and 26 of the *Kansas Dry-Cleaner Manual* (<http://sbeap.org/files/sbeap/publications/DryCleanerManual.pdf>).

# October 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Weekly inspection <input type="checkbox"/>	6	7	8
9	10 Columbus Day	11	12 Weekly inspection <input type="checkbox"/>	13	14	15
16	17 National Boss's Day	18	19 Weekly inspection <input type="checkbox"/>	20	21	22
23 30	24 31 Halloween	25	26 Weekly inspection <input type="checkbox"/>	27	28	29

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# November 2016

Petroleum and other non-perc cleaners

2

Weekly Inspection					
Date	11/2	11/9	11/16	11/23	11/30
Time					
<b>Containment Area</b>					
Is secondary containment around machine in good condition?	Y N	Y N	Y N	Y N	Y N
Is secondary containment for solvent storage containers in good condition?	Y N	Y N	Y N	Y N	Y N
<b>Hazardous and/or Special Waste (if applicable)</b>					
Is hazardous and/or special waste secondary containment in good condition?	Y N	Y N	Y N	Y N	Y N
Are containers in good condition?	Y N	Y N	Y N	Y N	Y N
Are waste containers made of appropriate material?	Y N	Y N	Y N	Y N	Y N
Are containers tightly closed?	Y N	Y N	Y N	Y N	Y N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y N	Y N	Y N	Y N	Y N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y N	Y N	Y N	Y N	Y N
If wastewater is generated, is it stored no longer than 60 days?	Y N	Y N	Y N	Y N	Y N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

Week 5 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

Do not discharge any dry-cleaning solvents or other waste into sanitary sewers, storm sewers, septic tanks, underground storage tanks, water bodies, or soil!

# November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Weekly inspection <input type="checkbox"/>	3	4	5
6  Daylight Saving Time ends	7	8  Election Day	9 Weekly inspection <input type="checkbox"/>	10	11  Veterans Day	12
13	14	15	16 Weekly inspection <input type="checkbox"/>	17	18	19
20	21	22	23 Weekly inspection <input type="checkbox"/>	24  Thanksgiving	25	26
27	28	29	30 Weekly inspection <input type="checkbox"/>			

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# December 2016

Petroleum and other non-perc cleaners

2

Weekly Inspection								
Date	12/7		12/14		12/21		12/28	
Time								
<b>Containment Area</b>								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous and/or Special Waste (if applicable)</b>								
Is hazardous and/or special waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual hazardous waste containers clearly labeled as "Hazardous Waste"?	Y	N	Y	N	Y	N	Y	N
Are hazardous waste containers clearly labeled with the date that waste was first placed into the container?	Y	N	Y	N	Y	N	Y	N
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

**NOTES:**



If "N" is answered above, fill out corrective action form (back of calendar).

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

**TIP OF THE MONTH!**

Annual registrations (due January 31) can be completed online. See pages 5 or 24 of the [Kansas Dry-Cleaner Manual](#) for details.

# December 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Weekly inspection <input type="checkbox"/>  Pearl Harbor Remembrance Day	8	9	10
11	12	13	14 Weekly inspection <input type="checkbox"/>	15	16	17
18	19	20	21 Winter begins  Weekly inspection <input type="checkbox"/>	22	23	24
25  Christmas	26	27	28 Weekly inspection <input type="checkbox"/>	29	30	31  New Year's Eve

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**Corrective action forms—keep these records for five years.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

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**Use this form when corrective actions are necessary.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

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---

---

**Use this form when corrective actions are necessary.**

**Corrective action forms—keep these records for five years.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

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**Use this form when corrective actions are necessary.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

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**Use this form when corrective actions are necessary.**

**Corrective action forms—keep these records for five years.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

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**Use this form when corrective actions are necessary.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

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---

---

**Use this form when corrective actions are necessary.**



**Corrective action forms—keep these records for five years.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

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---

**Use this form when corrective actions are necessary.**

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

---

---

---

**Use this form when corrective actions are necessary.**

## Dry-Cleaner's Emergency Response Contact Information

(Remove from calendar and post at a phone accessible to all employees.)

Emergency Coordinator (primary)	Emergency Coordinator (alternate)
Name	Name
Home phone	Home phone
Home address	Home address

**Fire -- Call 911 or**  
**Spill -- Call 911 or**

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### Equipment Location

Fire extinguishers

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Spill control

---

Fire alarms

---

### Response Action

**Fire** Call the fire department, or extinguish the fire using an appropriate fire extinguisher.

**Spill** Contain the flow of spilled dry-cleaning solvent and waste to the extent possible. As soon as practicable, recover the spilled dry-cleaning solvent and waste plus contaminated materials and/or soil. Contact KDHE immediately at 785-296-1679 (24 hours a day). Recovered spill materials may need to be handled and disposed as a hazardous or special waste.

**Fire/Explosion or Release** (release or spill that can or will adversely impact groundwater, surface water, or soils of the state)

**Notify** the National Response Center at 800-424-8802 **and** notify the Kansas Department of Health and Environment, Bureau of Environmental Remediation at 785-296-1679 with the following information:

- Name
- Address
- US EPA ID number
- Quantity and type of waste
- Quantity and disposition of recovered materials
- Date
- Time
- Type of incident
- Extent of injury



